

RECORDS MANAGEMENT COMMITTEE
City Clerk's Conference Room, 1st Floor, City Hall
400 Stewart Avenue, Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>

February 22, 2002
1:30 p.m.

CALL TO ORDER: City Clerk Ronemus called the meeting to order at 1:31 p.m.

ATTENDANCE: Barbara Jo (Roni) Ronemus, City Clerk
Doug Selby, Deputy City Manager
John Redlein, Assistant City Attorney
Joseph Marcella, Director, Information Technologies (excused 2:00 p.m.)
Richard Goecke, Director, Public Works
Sharon Kuhns, Records Administrator
Kristina Bene, Human Resources (Guest)
Donna Willey, Administrative Secretary

ANNOUNCEMENT MADE RE COMPLIANCE WITH THE OPEN MEETING LAW - Meeting noticed and posted at the following locations:

Las Vegas-Clark County Library District, 833 N. Las Vegas Boulevard
Senior Citizens Center, 450 E. Bonanza Road
Clark County Government Center, 500 S. Grand Central Pkwy
Court Clerk's Bulletin Board, City Hall Plaza
City Hall Plaza, Posting Bulletin Board

(1:31)
1-1

BUSINESS:

- A. APPROVAL OF FINAL MINUTES BY REFERENCE OF THE RECORDS MANAGEMENT COMMITTEE MEETING OF JANUARY 11, 2002.

GOECKE - Motion to APPROVE – SELBY seconded the motion – UNANIMOUS

(1:31 – 1:32)
1-25

B. DISCUSSION AND POSSIBLE ACTION CONCERNING REVISIONS TO THE OPR (OFFICE OF PRIMARY RESPONSIBILITY) RECORDS AND CHAPTER 1 OF THE MUNICIPAL RECORDS MANUAL.

Ms. Kuhns presented to the Committee a copy of the Human Resources Retention Schedule to use as an example of how the records series numbers will be applied to a departmental retention schedule. There will also be records series numbers on the OPR (Office of Primary Responsibility) listing. She stated that the records series numbers would not be paramount to individual departments unless they are interested in using them in their filing system. However, it is essential that the numbers be used when a record is in the Electronic Records Document Management System. It is easier for an electronic system to identify a number than it is to identify text. Chair Ronemus confirmed that there would be a key given to every department explaining the number series. Ms. Kuhns stated the numbers must be carefully controlled so there is no conflict. The Committee concurred that a number sign should be the placeholder instead of a zero to clarify the number system. Chair Ronemus suggested that a complete chart be presented to the Committee for further clarification. Ms. Kuhns advised that this would not be available until all numbers have been assigned to the retention schedules.

Ms. Kuhns explained that each department can use the records series numbers or they may choose not to use it. Using it would benefit the records delegate for ease of organization and identification. She noted that the numbers must be assigned for the overall electronic document management system whether the delegate implements the system or not. Chair Ronemus expressed concern about the records series numbers not being used. She stated that if the records delegates don't know the series, they would not be able to identify the retention so that documents are purged at the appropriate time.

Ms. Kuhns noted that although there is a required retention period per the NAC, for every Office of Primary Responsibility, it is at the department's discretion to keep records longer. For this reason, she does not agree with the term, "Until no longer useful." Assistant City Attorney Redlein recommended, "*As soon as determined not to be useful.*" The Committee concurred. Ms. Kuhns also explained to the Committee that if an audit or a lawsuit comes to pass, the Audit and Legal departments would be responsible to notify the departments of what is pending so necessary records are not destroyed.

The Committee was advised that there were matters to discuss regarding Finance and Business Services. It has been decided that this discussion will be deferred to the next Records Management Committee meeting due to the absence of Mark Vincent, Director. *It was also decided that Chair Ronemus, Ms. Kuhns and Mr. Vincent would schedule a meeting for clarification on Finance issues to be considered at the next Records Management Committee meeting.*

Ms. Kuhns stated that “Documented fiscal account of equipment and supplies as required or requested”, in the section marked “Others”, is in every office, therefore, and should not be on this list. The Committee concurred. Ms. Kuhns will work on rewriting this to reflect that it appears on the Master List maintained by Finance and Business Services.

(1:32 – 2:05)

1-35

C. REPORT AND DISCUSSION CONCERNING NEVADA CLERK’S MEETING IN HENDERSON JANUARY 31ST 2002.

Chair Ronemus informed the Committee of the areas discussed at the Nevada Clerk’s Forum in Henderson. She explained that each entity, including Ms. Kuhns, gave a brief overview of how they are handling their Records Management. Ms. Kuhns also gave details on historical and archival documents and retention. Also, the City of Henderson has incorporated records training into their new hire orientation. It was a very structured conference with little time to discuss other matters.

Deputy City Manager Selby inquired about an opportunity to discuss a joint records storage facility at a later time. Ms. Kuhns suggested going through the Nevada League of Cities.

(2:05 – 2:11)

1 – 1134

D. INFORMATIONAL MATTERS FOR FUTURE RECORDS MANAGEMENT COMMITTEE AGENDAS.

Assistant City Attorney Redlein stated that he would meet with Sharon to write a brief explanation of records management that may be incorporated into our employee orientation. Chair Ronemus agreed that that would be a good idea and she will talk to Claudette Enus, Director of Human Resources.

(2:11 – 2:14)

1-1357

CITIZENS PARTICIPATION:

None.

ADJOURNED:

REDLEIN - Motion to ADJOURN – GOECKE - seconded the motion – UNANIMOUS

The meeting adjourned at 2:14 p.m.

/dw